

ICS Registry

DCI/ICS 82-4782
26 February 1982

Pers-4

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MEMORANDUM FOR: Director of Personnel

FROM:



Chief, Administrative Staff, ICS

SUBJECT: Official Personnel Files

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1. On two occasions recently while reviewing official personnel files (OPF), I noted personal declarations (Section 24, PHS) relating to the use of marijuana. I appreciate the fact that such information is essential when considering the suitability of an applicant for employment. However, once a positive determination has been made and the employee has been hired, I do not believe that type of information should remain in the OPF and be available to supervisors, career service panel members or others who have legitimate access to the OPF.

2. I realize that this issue may have already been vetted by the appropriate officials. But, in the event that it has not, I want to bring it to your attention for whatever action you consider appropriate.



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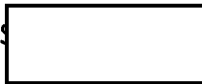
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